

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **STAFF SERVICES MANAGER II (MANAGERIAL)**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR, ADMINISTRATION**

SALARY: **\$6173 - \$6808**

LOCATION: **DISTRICT 2 – REDDING**

FINAL FILING DATE: **JULY 22, 2009**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the District 2 Director, the Deputy District Director, Administration is responsible for all activities relating to the Administration programs in the District. The incumbent develops and implements policies for the Office of Business Services, Public Information, Human Resources, Safety; Legal, Equal Employment Opportunity (EEO) and Budgets. Responsibilities include, but are not limited to:

- Serves as the District Director's Chief of Staff and is the primary advisor to the District Director on matters pertaining to the business functions of the District (i.e., overall resource management, cost efficiencies, policy communication, quality control of administrative support, and overall staff development).
- Develops the short and long term policies and strategic plan relative to all facets of administration programs within the District.
- Establishes Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures.

- Resolves with the District Director highly sensitive issues that may involve resource distribution and personnel matters internal to the District and/or other transportation entities, local elected officials and the public.
- Establishes district policy, procedure and evaluation criteria that ensure district resource management activities are performed within departmental policy direction and program goals.
- Develops budget plan and systems to manage operation expenses and personnel years for the District. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives.
- Provides for management of facilities and real property assets for the District.
- Plans and manages the Public Affairs, Public Awareness and Safety Program for the District. Includes community outreach with local officials, business community representatives and minority advisory groups.
- Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
- Advises the District Director, Deputy District Directors and other managers on highly sensitive, disciplinary, discrimination and labor relation issues.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing the duties of a Staff Services Manager I.

#### **Or II**

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

#### **Or III**

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

#### **Or IV**

**Experience:** Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the Administration and Department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity program objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of public and business administration, including workforce and succession planning.
- Demonstrated experience in effectively management multiple programs.
- Demonstrated ability to develop business plans and performance measures in support of the Department's strategic plan and the Division's strategic objectives.
- Demonstrated ability to analyze change in legislation and department policy and follow through to implementation.
- Demonstrated knowledge and experience in supervisory and management skills and responsibilities including public information and outreach, workload balancing, employee safety, employee development, EEO policies and employee conduct and disciplines.
- Demonstrated knowledge and involvement in the negotiating and development of support workload and resources needs.
- Demonstrated ability to effectively apply logic and creativity in decision making processes, taking calculated risks, and successful application of motivational and negotiation skills.
- Demonstrated ability to initiate and maintain working relationships with internal and external partners and customers, participate in public forums representing the Department; and serve in a consulting coordination capacity with other department functional areas.
- Demonstrated ability to interpret and implement the Department's mission and goals while leading a staff towards completion of tasks and projects.
- Demonstrated ability to development and implement organization improvements or innovations.
- Demonstrated ability to gain confidence and support of top level managers and advise them on a wide range of administrative matters.
- Demonstrated ability to interpret and implement the Department's mission and goals while leading a staff towards completion of tasks and projects.
- Demonstrated ability to communicate effectively, both in writing and orally.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP18**.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualification must be received or postmarked by the final file date of **JULY 22, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (9MSP18)  
1727 30th Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.